

SECRETApproved For Release 2005/11/29 : CIA-RDP58-00039A000200020150-3 15B-3099
Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer

DATE: 30 June 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report No. 26
22 - 28 June 1955I. SIGNIFICANT ITEMS

25X1
25X1
X
1. Support of [] - Continuing its technical support of [] OTR dispatched two training aids specialists for periods of temporary duty at the base. Their mission is to construct visual aids needed critically by the instructional staff in the next sixty days and to determine the requirements peculiar to the mission for the staffing of an adequate instructional services support activity. OTR visual aids personnel will be transferred permanently at a later date to the base.

X
2. Production of film on [] - The production unit under contract to produce the second OTR training film is leaving during the week for "location" at several foreign sites to begin the production. One OTR administrative officer accompanies the crew. Location shooting will continue until about 15 August with interiors to be completed by mid-September.

25X1

II. OTHER ACTIVITIES

1. Revisions, 1 August 1955, All Catalogs: revisions from Chiefs, LETS, BS and IS have been received and final drafts and art work on the revision is under preparation. Revision from OS is incomplete; they will be forwarded to Printing and Reproduction Division/OL after approval.

2. OTR Book Inventory - Typing and forwarding of the inventory lists have been completed. Several have been returned to the Order Librarian. The major lists (LETS, Management, A&E, []) are still outstanding. When the lists are returned a compilation of results will be made under categories of 1) Books forwarded, 2) Books accounted for, 3) Books lost, 4) Other comments, as recommended by the Management Staff.

25X1

3. Instructor training for [] trainees - [] is conducting a four-day course in instructional methods for [] trainees of the Operations School.

25X1
25X1**SECRET**

SECRET

3099

- 2 -

4. Bibliographies under preparation - Work is continuing on four lists. Twenty-five items have been selected and annotated and fifteen remain to be annotated for [] Economic Conditions in South-east Asia. [] has submitted the film titles necessary to complete the bibliography on Cover which will include references to films containing cover stories or incidents. Other bibliographies are revised Communism bibliography for Vesely and [] for WE []

25X1

25X1

5. Red Interpreter - stencils have been received from IAB, Thursday, 23 June; have been forwarded to Chief Instructor/WCC to have stencils put in proper numbering order (this will ensure correct assembling by Reproduction).

6. Films for []

- a. No retention films due
- b. Thirty loan films due
- c. Ten loan films sent

7. Attendance at Foreign Language Films

<u>Date</u>	<u>Language</u>	<u>Attendance</u>
6/22/55	Portuguese	[]
6/23/55	Russian	
6/28/55	French	

25X1

8. Lesson Plans received this week - Reading Improvement, 10.

9. Overseas requests - None

10. Training Aids Completed During Week -

- a. BOC - OCI: Display.
- b. OPS SUPPORT: 1 chart.
- c. CLER TRNG: 2 photos mounted; 9 miscellaneous name plates.
- d. CWC: 2 charts; 1 placard.
- e. OPS HQ - [] Reproduced 19 charts.
- f. OTR/Map Trng. Officer: Reproduced 300 maps.

25X1

11. [] are currently on temporary field assignments for 30 to 60 days.

12. [] is away on two weeks military leave.

25X1

SECRET